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Proposed W-2 C&I Committee and C&I Workgroups
12/16/05

This paper outlines the purpose, meeting schedule, members, and lead staff for the Wisconsin Works (W-2) Contract and Implementation (C&I) Committee and for C&I Workgroups.

1) **W-2 C&I Committee**
   - Purpose: The W-2 C&I Committee provides input from W-2 agencies to the DWS Administrator on W-2 contracts and implementation issues. C&I input is advisory to DWS.
   - Meeting Schedule: Monthly, 10:00 a.m. – 12:00 noon, usually on the third Friday of the month following the Income Maintenance Advisory Committee (IMAC) meeting on the previous day to help county W-2 agencies coordinate travel.
   - Members: All W-2 agencies are invited to C & I meetings.
   - Chair: Bill Clingan, DWS Administrator.
   - Lead staff: Jude Morse, DWS/Bureau of W-2 (BW-2).

2) **C&I Workgroups**
   - Purpose: DWS convenes standing, ad hoc, and user C&I workgroups to focus more extensively on some topics. The standing, ad hoc and user workgroups are advisory to DWS. The ad hoc workgroups will be established as time limited, and issue or topic oriented workgroups. The user groups will be accessed for specific projects related to CARES and Asset changes and reports outside the scope of the performance measures workgroup.
   - Members:
     - DWS appoints members for each workgroup as appropriate based on the purpose of the workgroup.
     - When possible, members include representatives from various types of W-2 agencies (e.g. county, private, consortia) and interested advocates.
     - When possible, DWS provides an opportunity for the Wisconsin Counties Human Services Association (WCHSA) to designate county W-2 agency representatives on the workgroups, including large and small county W-2 agency representatives.
   - Chair/Lead staff:
     - DWS designates the chair/lead staff for each C&I Workgroup.

   A) **Standing C&I Workgroups**

      1) **W-2 Program Policy Workgroup**
      - Purpose: This group will provide input to DWS on W-2 and FSET policy modifications, new policy and other policy related topics. This group will provide feedback on the impact of new and modified policies, including the fiscal impact. This group will also serve as a resource to review draft Administrator's and Operations Memos as well as other draft materials that are ready for review. The policies and procedures addressed by this Workgroup include both program and financial/operations issues. This Workgroup replaces the previous C&I Program Policy Subcommittee and the previous C&I Contracts Subcommittee.
      - Meeting Schedule: Tentative: Monthly 1:00 p.m. - 3:00 p.m., Following C & I
      - Members: To be determined.
      - Chair/Lead staff: Janice Peters, DWS/BW-2

2) <u>W-2 Performance Measures Workgroup</u>
- <u>Purpose</u>: This Workgroup provides feedback to DWS on performance measures for W-2 and Related Programs, including Performance Standards, Projected Outcomes and Incentive Outcomes. Note: This Workgroup replaces the previous ad hoc Performance Standards Workgroup.
- <u>Meeting Schedule</u>: Tentative: Monthly 8:30 a.m. - 10:30 a.m. preceding C & I.
- <u>Members</u>: To be determined.
- <u>Chair/Lead staff</u>: Jane Kahl, DWS/BW-2

3) <u>Program Connections Workgroup</u>
- <u>Purpose</u>: This Workgroup provides coordination between DWD, DHFS, W-2 agencies, county Income Maintenance (IM) agencies and other agencies on W-2, IM, Child Care, Child Welfare and other work-based programs operational issues. Note: This Workgroup previously was titled the Program Connections Committee.
- <u>Coordination with the Income Maintenance Advisory Committee (IMAC)</u>: Some of the membership of the Program Connections Workgroup may overlap with IMAC.
- <u>Meeting Schedule</u>: Monthly 9:00 - 10:00 preceding C & I
- <u>Members</u>: Current W-2 Agency representatives are: Kelly Blaschke, Shirley Kitchen, Liz Mahloch, Marilyn Putz, John Rathman, Shirley Ross
- <u>Co-Chair/Lead staff</u>: Program Operations Section Chief, DWS/BW-2 (Gerry has been filling in on these meetings since Edie retired, but this group should be staffed by her replacement.)

B) Ad Hoc C&I Workgroups

Currently there are no ad hoc C&I Workgroups. All previous ad hoc C&I Workgroups have completed their work.

C) User Groups
These groups would be convened to obtain input on specific, technical issues such as CARES changes and reports that are not related to Performance Measures.